

Millennium Challenge Corporation

Position Description

Classification: Equal Employment Opportunity Director (PSC)

Organizational Title:

Introduction:

MCC's mission is to provide grant assistance to support economic growth and poverty reduction in select developing countries with a demonstrated commitment to just and democratic governance, economic freedom, and investments in their citizenry. MCC's partner countries enter into a five-year agreement (Compact) with MCC that includes a plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives. Our model is defined by core principles, of selectivity, country ownership, transparency, and a focus on results.

Our values identify who we are and what is important to us. Our Values are CLEAR: Embrace Collaboration, Always Learn, Practice Excellence, Be Accountable and Respect individuals and ideas. MCC's values define how we behave on a daily basis, both as individuals and as an institution, in pursuit of our mission. They guide how we make decisions, set priorities, address challenges, manage tradeoffs, recruit and develop staff, and work together with our country partners and stakeholders.

Major Duties and Responsibilities:

As Personal Services Contractor (PSC) the incumbent will:

Provide expert advice and leadership in carrying out MCC's policy and program of nondiscrimination, and performs all functions required for all aspects of MCC's EEO policy, including processing all administrative EEO complaints and filing all required reports with the EEOC.

Administer a comprehensive EEO and Affirmative Action (AA) Program for the Corporation.

Provide leadership in the development and implementation of MCC's EEO Program Plan, including responding to reviews of MCC's EEO program, filing necessary annual certifications or reports, and otherwise ensuring MCC compliance with applicable EEO requirements.

Manage the complaint adjudication process in accordance with 29 C.F.R. Part 1614, EEOC Management Directive (MD) 110, and MCC's EEO Policy.

Prepare EEO reports and correspondence and files all required reports with the EEOC.

Ensure that collateral duty EEO counselors receive the required training, and that collateral duty counselors process EEO administrative complaints in accordance with applicable laws, regulations and EEOC.

Serve as Project Monitor (PM) for EEO complaint investigative services.

Serve as the expert on special projects associated with MCC EEO-related matters, advising top management on major issues.

Serve as the principal advisor to the MCC CEO, OCEO and senior management on all EEO matters.

Develop and implement comprehensive EEO training program for MCC staff, in compliance with applicable laws and regulations.

Develop information materials on all aspects of the EEO Program.

Produce other reports and performs other analyses as requested by MCC.

Perform other related duties as assigned.

Factor 1 – Knowledge Required by the Position

Knowledge of 29 C.F.R. Part 1614, EEOC Management Directive (MD) 110, MCC's EEO Policy, Title VII of the Civil Rights Act of 1964 (Title VII), as amended, 42 U.S.C. §2000e, and Section 501 of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended, 29 U.S.C. § 791; all other anti-discrimination statutes and regulations applicable to federal agencies, and;

Ability to Plan and organize EEO and affirmative action programs for a federal agency.

Skill and judgment in oral communications in order to express ideas clearly and communicate complex and voluminous information quickly under the pressure of short deadlines.

Skill and speed in written communications in order to prepare reports, policies and to develop guidance, and methods for improving program operations.

Knowledge of techniques associated with objective reviews of information in order to analyze conflicting data, summarize recommendations, consider various points of view, and specify reasons for acceptance or rejection.

Ability to draft comprehensive reports to inform management of progress being made or issues that need to be addressed in A&F functions.

Factor 2 - Supervisory Controls

The EEO Director reports to the CEO and is administratively attached to OCEO. The supervisor provides administrative direction in terms of broadly defined goals and priority activities of the organization. The incumbent independently plans, designs, and carries out programs, projects and studies in support of these goals and activities. The work is reviewed for fulfillment of program objectives and the overall effect of advice and influence on implementation of projects, programs, or studies. Recommendations for new projects and alterations of objectives are evaluated for such considerations as availability of funds and other resource issues and corporate priorities.

Factor 3 - Guidelines

Guidelines consist of broad administrative and program policy statements, basic legislation, related court decisions, and regulations that require thoughtful interpretation. The employee uses judgment and discretion in determining intent, in interpreting and revising existing policy and regulatory guidance, and in creating useful templates and operating guidance for use by others within or outside the department.

Factor 4 - Complexity

Assignments are complex, varied, and broad in scope. Assignments often require the incumbent to draw on several areas of past work experience and to exercise acumen in dealing with policy and organizational issues. The work often involves several phases pursued with the support of others within and outside the organization, requiring openness and ability to learn and integrate new information quickly. Decisions regarding what needs to be done include largely undefined issues and elements and require probing and analysis to determine the nature and scope of issues and problems. The incumbent is expected to exercise considerable imagination, initiative, and independence to carry out projects. Strong judgment will be necessary for interpretation of findings. Analytical and evaluative duties require attention to detail.

Factor 5 - Scope and Effect

The work involves advising leadership and managing project activities and issues that are considered essential to the goals of the department in support of the organization's mission. The purpose of the work is to provide sound advice and specialized expertise to assist in the planning and execution of sensitive and complex activities, as well as promoting efficiency and effectiveness in these activities. Recommendations, when adopted, have a significant impact on the department's efforts and policies.

Factor 6 – Personal Contacts

Contacts include a diversity of individuals or groups inside and outside the corporation, including consultants and contractors. Contacts also include agency officials from across the organization at various levels in the organization, including senior leadership, requiring the incumbent to quickly recognize or appropriately respond to roles and authority of all parties in the course of interactions.

Factor 7 – Purpose of Contacts

The purpose of contacts is to work collaboratively, facilitate, influence, persuade, and team with employees and managers in developing and implementing findings, advice, guidance, and recommendations. May encounter resistance as a result of issues such as organizational conflict, competing objectives, resource problems, lack of information, or other issues. Must be skillful in approaching contacts to achieve goals and objectives, resolving conflicts and utilizing appropriate techniques to gain agreement and action.

Factor 8 - Physical Demands

The work is primarily sedentary, although some walking, bending, or carrying of light items may be involved.

Factor 9 - Work Environment

Work is performed in an office setting.